

# **GENERAL INSTRUCTIONS**

## **For DISTRICT SUPERVISOR ELECTION**

### **Title 22-2721 and Title 34, Idaho Code**

All elections conducted in this state on behalf of or by each political subdivision within the county(ies) shall be conducted in a uniform manner with regard to the qualifications of electors and shall be conducted on the dates as provided by law.

#### **Election Limitations**

District Supervisor elections will be conducted on the first Tuesday succeeding the first Monday of November in each even numbered year. (Nov, 7,2006)

The term of office of each elected or re-elected Supervisor shall be four (4) years commencing on the second Monday of January (Jan.8, 2007) following the November election.

#### **Election Administration**

The election official of each political subdivision shall administer all elections on behalf of any political subdivision.

A Soil Conservation District means a governmental subdivision of Idaho and is a public body, corporate and politic (a political subdivision).

An election official of the District can be anyone appointed by the board. The board may appoint a Supervisor not running for reelection, a District employee or a District Associate Supervisor or a disinterested party.

The responsibilities of the election official includes publishing notices of the elections, establishing the polling place(s), printing ballots, providing a means of voting in secret, establishing elector credentials, counting votes, and certifying the election. It is suggested that two or three polling officers be present at each polling place(s).

**A District is encouraged to, but is not required to, contract with the county to conduct all or part of an election. Any contract with the county to conduct all or part of a District election should be put in writing and specify the responsibilities of each entity.**

#### **Qualified Elector**

Qualified elector means any person who is eighteen (18) years of age or older, who has resided in this state and in the county at least thirty (30) days preceding the election at which they desire to vote, and who is registered as required by law.

#### **Registration**

All electors must be registered voters before being able to vote in any election. No election shall be conducted which only requires an elector's oath. The county (ies) clerk(s), as the chief registration official(s) of the county shall appoint each city clerk and an official of the political subdivision as at-large registrars.

The county clerk must be able to provide each political subdivision with a poll book for each election.

The register of electors shall be maintained by the Clerk in a manner that will make this information readily available to the electors and to the election officials of the various political subdivisions.

As soon as possible, the District, **whether they will conduct their own election or conduct the election in cooperation with the county must alert the county** of the need to code the District boundaries into the poll book in order to provide the District and county with the needed information to discern any eligible voter.

#### **Declaration of candidacy**

All supervisors are elected at large. No zones or sub-districts are allowed.

A District Supervisor, present or prospective, must be a landowner or operator within the District to be served.

Incumbent Supervisors may run for successive terms and must follow the same procedures as others seeking election.

Candidates for election in any political subdivision file a Declaration of Candidacy (form Ec-1 page 11, Election Consolidation Manual). The form bears the name of the nominee, the office for which nomination is made, the term for which the nomination is made, and bears the signatures of not less than five (5) qualified electors of the political subdivision. **The form is then filed with the election official of the political subdivision.** The Declaration of Candidacy form shall be as provided by the county clerk and shall be uniform for all political subdivisions. (See form on page 11 of Election Consolidation Manual.)

**The nomination shall be filed no later than 5:00 p.m. on September 1, 2006.** The election official shall verify the qualifications of the nominee, and shall within seven (7) days following the filing certify the nominees be placed, by action of the governing board of the political subdivision, on the ballot of the political subdivision.

An registered voter may sign the Declaration of Candidacy petition of more than one candidate. Both husband and wife may sign a nomination petition. If the SCD has contracted with the county to conduct District Supervisor elections, the District board must certify candidates to the county clerk for placement on the ballot. **In either instance a copy of the certified nominating petition is to be sent to Kathie Shea, PO Box 790, Boise, ID 83701 by September 10, 2006.**

#### **Write-in candidates**

No write-in candidate for any elective office shall be counted unless a declaration of intent has been filed indicating that the person desires the office and is legally qualified to assume the duties of the office. The declaration of intent shall be filed with the election official not less than twenty-five (25) days before the date of election.

#### **Waiver of Election**

In any election for supervisors of a soil conservation district, if after the expiration of the date for filing written nominations it appears that only one (1) qualified candidate has been nominated for each position and a write-in candidate has filed no declaration of intent, the district has the option of not holding an election. The election official may then declare such candidate elected as supervisor, and the State Soil Conservation Commission shall be notified of the declaration and make and deliver to such person an oath of office followed by certificate of election.

### **Notice of Election**

The election official of each political subdivision shall give notice for any election by publishing such notice in the official newspaper of the political subdivision. The notice shall state the date of the election, the polling places, and the hours during which the polls shall be open for the purpose of voting. The first publication shall be made not less than twelve (12) days prior to the election and the last publication of notice shall be made not less than five (5) days prior to the election.

### **Absentee ballots**

All political subdivisions must provide for absentee voting. Written application for an absentee ballot can be sent to the election official of the political subdivision or the county clerk. If the county clerk receives the application, the clerk shall immediately notify the election official of the political subdivision, who shall provide the ballot of the political subdivision to the elector.

### **Conduct of election on election day**

If conducting the election for the District, the county clerk will be responsible for proper procedures in conducting the election.

**All elections shall be conducted from 8:00 a.m. to 8:00 p.m.** unless the election official opts to open the polls at 7:00 a.m. One polling place is required, however more may be established. Multiple polling places may be convenient for voters and advantageous to the District by attracting greater voter participation. Whenever practicable, the same polling places should be utilized.

Elections for office shall be by secret ballot. The names of properly nominated candidates will appear on the ballot in alphabetical order of the last names. Ballots shall carry the name of each nominated candidate with a square opposite the name. Across the top of each ballot should be the words "Official Ballot", District name, and instructions to vote for the correct number of candidates. Ballots that contain more votes than provided for in the instructions will be invalid.

If a write-in candidate has filed an extra line labeled "write-in" should appear on the ballot. No name should appear on the ballot.

A polling list must be kept during the balloting. Voters will be required to sign the polling list, which carries an oath of affirmation of being a qualified elector of the political subdivision.

### **Tallying of Votes**

Upon closing of the polls, the polling officers should immediately count the votes each candidate received and tally them. All polling officers present at the polling place should sign the tally sheet. The candidates who receive the most votes are elected to Supervisor positions on the board.

### **Canvassing and Certification**

The governing bodies of the respective political subdivisions are to meet and canvass the vote and then issue the official return form. This meeting should be held within seven (7) days of an election.

If the county is conducting the election for a political subdivision, the official canvass for the subdivisions must be held after the county clerk has certified the official results to the election officer of the political subdivision.

**Official Return Form**

At the regularly scheduled District board meeting immediately following the election, the full Board of Supervisors should meet and canvass the election returns and complete the Official Return form, indicating the candidates elected to Supervisor positions.

The District election official should submit a copy of the tally sheet and "Certificate of Election Returns" to the county clerk and to Kathie Shea, Idaho Soil Conservation Commission, as soon as possible following the election.

**All forms required for the election are in the Election Consolidation Manual, 2006 – 2007 editions that was mailed to each District.**

## **DISTRICT ELECTION CALENDAR**

August 18-25,2006	Local political subdivision election official publishes notice of candidate filing deadline for November 2 election during this week. (Sec. 34-1405, I.C.) (form page 12)
Sept. 2006	Request Polling Book from county clerk.
Sept.1, 2006	Last day District Candidate can file Declaration of Candidacy Petition as candidate for November 2 election. Petition must be to the election official by 5:00 p.m. (form page 11)
Sept.8, 2006	Last day for election official to certify nominees Declaration of Candidacy petition to the SCC.
Oct.13, 2006	Last day for write-in candidate to file declaration of intent with local election official (Sec. 34-1407, I.C) (form page 14)
Oct.14, 2006	If only one qualified candidate has submitted a declaration of candidacy or a write-in petition for each open position the election official may declare the candidate elected.
Oct. 9, 2006	If candidates are declared elected - <b>Written notice of the election results must be submitted to Kathie Shea, Soil Conservation Commission.</b>

### **If Election Must Be Held:**

Oct. 26, 2006	First Notice of Election is published for November 2 election (form page 13)
Nov 2, 2006	Second Notice of Election for November 2 election is published (Sec. 34-1406, I.C.) (form page 13)
Nov. 6, 2006	Last day for absentee ballot application until 5:00 p.m. (Sec. 34-1002, I. C.) (form page 58 and 44)
Nov. 7, 2006	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I. C)
Nov.17, 2006	Last day for local governing board to meet and canvass the vote. (Sec. 34-1205, I. C.) (form 46)
Nov. 24, 2006	Local election official issues official return forms (Sec. 34-1214, I. C.) (form page 46)
Nov. 25, 2006	<b>Notice of election results must be sent to Kathie Shea, Soil Conservation Commission</b>

***Following receipt of election results the Soil Conservation Commission will issue an oath of office to the elected official to be signed notarized and returned to the Commission. When returned to the Soil Conservation Commission, the Commission will issue a certificate of election to that elected official.***